



**Service Excellence Virtues Aspirations**

# **First Aid Policy**

## **2019-2020**

Policy last Reviewed	February 2020
Reviewed by	Senior Leadership Team
Agreed by	Governors / Trustees
Shared with staff	Annually
Next Review due date	February 2020

## Policy Statement

This Policy has been produced in accordance with the Seva School Health & Safety Policy to ensure that all health and safety issues relating to the provision of First Aid at Work are adequately managed and controlled, as first aid can save lives and prevent minor injuries becoming major ones. Seva is committed to protecting the health, safety, welfare and wellbeing of its employees, students and others affected by Seva School undertakings. It is essential therefore, that everyone who works for or undertakes work on behalf of Seva School adheres to the requirements in this policy.

It is the Community Academies Trust First Aid at Work Policy to ensure:

- a) The effects of injury or illness suffered at work, whether caused by the work itself or not, are reduced as far as possible;
- b) The provision of adequate and appropriate first aid equipment, facilities and competent people:
  - i. To give immediate assistance to employees, pupils or others with injuries or illness;
  - ii. To summon an ambulance when required
- c) Non-employees (such as pupils, visitors and contractors) are considered as part of our first aid needs assessment and provision, whereby we offer a service to them and thus meet our duty of care;
- d) Compliance with Health & Safety (First Aid) regulations and the management of Health & Safety at Work regulations; and
- e) All relevant statutory requirements and, where reasonably practicable, best practise guidance is adhered to.

The information, guidance and instruction within this policy provide the basis for the identification and implementation of first aid provision at Seva School, so therefore it is applicable in all areas of the school. It is essential that everyone involved in Seva activities assesses and provide the required first aid provision, as identified in the first aid needs assessments. The policy provides a standardised approach for all persons who are responsible for managing the school premises, facilities and work activities. Although the Health & Safety (First Aid) regulations do not require employers to provide first aid for anyone other than employees, it is Seva's policy to consider non-employees on our premises, or those people affected by our work activities, in the assessment of first aid needs and make provision for them. For this reason, paediatric first aid and community first aid requirements are also included within this policy. All first aid provision is arranged and managed in accordance with the Children's Services Safety Guidance Procedure SGP 08-07(First Aid).

All staff have a statutory obligation to follow and co-operate with the requirements of this Policy. This policy should be read in conjunction with the following policies: -

Supporting Pupils with Medical Needs  
Drugs Policy  
Health and Safety Policy  
Confidentiality Policy

## **Aims**

The aims of this policy are to:

- To identify the first aid needs of the School
- To ensure that first aid provision is available at all times whilst people are on school premises, on school trips, whilst travelling on the school bus, or in our care.

## **Objectives**

Seva School First Aid Policy requirements are achieved by:

1. Appointing the appropriate number of suitably trained people as First Aiders and Appointed Persons to meet the needs of the School and to maintain current qualifications for those people
2. Providing relevant training and ensuring all training needs are monitored
3. Providing sufficient and appropriate resources and facilities
4. Informing staff and parents of the School's first aid arrangements
5. Keeping robust accident records and to report to the HSE as required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
6. Carrying out a First Aid Needs Assessment to determine the first aid provision requirements for our premises and on school trips whilst the pupils are in schools care.

Seva School will ensure that the First Aid Needs Assessment is reviewed periodically or following any significant changes that may affect first aid provision. We will use the Children's Services First Aid Needs Assessment Form (CSAF-002) to produce the First Aid Needs Assessment for our site.

## **Role and Responsibilities**

The following specific roles and responsibilities apply to this policy and are in addition to the general roles and responsibilities placed on all managers and employees within Seva's Health & Safety policy: Headteachers, for ensuring needs assessment of the school site is completed by a Operations Manager/Site Manager and reviewed on an annual basis or sooner if significant changes occur taking into consideration:

- The number of buildings and their location on site
- The number of employees, pupils, visitors and contractors
- The needs of the people who may require treatment
- First aid arrangements are adequate and appropriate
- First aiders and emergency first aiders have received appropriate training to carry out their duties
- Ensure there are adequate first aid notices indicating the names and locations of first aiders, emergency first aiders and first aid boxes
- Ensure contractors and others working temporarily on site are familiar with first aid arrangements
- Report all accident/incidents and illness reportable under RIDDOR to the HSE

## **Needs Assessment**

1. Providing all staff with relevant First Aid training and knowledge to be **enable** to fulfil requirements of their role. It is our aim that all staff will receive training within 12 months of their start/induction at Seva School.
2. Ensuring that there are suitable and sufficient facilities and equipment available to administer first aid in accordance with the First Aid Needs Assessment.
3. Ensuring the above provisions are clear and shared with all first aiders, staff and who may require them.

## **Training**

The responsible manager will ensure that appropriate numbers of appointed persons, school first aid trained staff, emergency first aiders, qualified first aiders and paediatric first aid trained staff are nominated, as identified by completion of the First Aid Needs Assessment, and that they are adequately trained to meet their statutory duties. The course is a HSE approved course and qualification will be renewed every three years.

## **Appointed Persons**

The minimum legal requirement is to appoint a person to be on site at all times during the working day. Appointed persons are in place to take charge of first aid arrangements including looking after equipment and calling emergency services. Appointed persons are not first aiders and should not provide first aid for which they have not been trained.

Emergency First Aiders (those that have completed the HSE-approved 1 day emergency first aid course). A list of the Appointed Paediatric First Aiders can be found in Appendix 1 to this document and a list of other First Aider can be found on the walls of the corridors, medical room, staff room and SLT office. This Appendix will be periodically reviewed and updated as and when staff leave or additional staff complete their training.

All First Aiders will be responsible for administering first aid, in accordance with their training, to pupils that become injured or fall ill whilst at school. Basic first aid treatment in accordance with their training will be administered in the classroom. The Appointed Persons are required to take charge of first aid arrangements including looking after equipment and facilities, regular checks of first aid kits, calling the emergency services when required (or delegating the responsibility to another employee) and taking charge when someone is injured or falls ill during the short-term.

## **First Aid Provision**

Our First Aid Needs Assessment has identified the following first aid kit requirements:

1. Many first aid kits on the premises

These first aid kits are situated in the following places:

- . Front Office
- . Medical Room
- . Upstairs staff room
- . Main Kitchen

- . Upstairs catering classroom
- . Travel first aid kits in vehicles (one in each mini-bus)

It is the responsibility of the qualified first aider/appointed person to check the contents of all first aid kits every half-term and record findings on the Children's Services First Aid Kit Checklist (CSAF-003). Completed checklists are to be stored in the medical room.

The medical room is the designated first aid room for treatment, sickness and the administering of first aid and medication. The first aid room will have the following facilities:

- . Chair, bed, first aid kits, fridge, medicine cabinet and running water.
- . Auto injectors (epi pen) and Inhalers

Pupils who have need for an inhaler should always have their inhaler at school. The Primary pupil will have their inhaler stored in the medical room and Secondary pupils will have their inhaler in their school bag but a spare to be kept in the medical room in a named container. It is the teacher's responsibility in secondary to ask the pupil if they have their inhaler with them before they leave the premises for a local visit, trip or worship at the Gurdwara but it is the teachers/schools responsibility if the pupil is in Primary. Pupils who may have need for use of an auto injector (epi pen) will be identified on the Health and Safety notice board in the staffroom/SLT Office/First Aid room. This will also include the action required in the event of an emergency. Please see risk assessment for individual pupils who may require use of an auto injector (epi pen).

## **Emergency Action/Arrangements**

Upon being summoned in the event of an accident, the first aider/appointed person is to take charge of the first aid administration/emergency treatment commensurate with their training. Following their assessment of the injured person, they are to administer appropriate first aid and make a balanced judgement as to whether there is a requirement to call an ambulance.

The first aider/appointed person will always call an ambulance on the following occasions:

- In the event of a serious injury
- In the event of any significant head injury
- In the event of a period of unconsciousness
- Whenever there is the possibility of a fracture or where this is suspected
- Whenever the first aider is unsure of the severity of the injuries
- Whenever the first aider is unsure of the correct treatment
- An asthma attack that has not been controlled by use of an inhaler
- Whenever an epi-pen/auto injector has been administered to a pupil requiring such treatment.

In the event of an accident involving a pupil, where appropriate, it is the policy of Seva School to always notify parents of their child's accident if it:

1. is considered to be a serious (or more than minor) injury
2. requires first aid treatment (other than a simple graze)
3. requires attendance at hospital

The responsibility of notifying parents of illness or an accident is delegated to the office staff or the day to day main first aider. In the absence an appointed first aider or class teacher/LSA will make a call. Seva Schools procedure for notifying parents will be to use all telephone numbers available to contact them (held on SIMS). If the main cannot be reached the second contact will be rung. A message should only be left if the injury to the pupil is minor or none of the contacts can be contactable. In the event that parents cannot be contacted and a message has been left, our policy will be to continue to attempt to make contact with the parents every hour. In the interim, we will ensure that the qualified first aider, appointed person or another member of staff remains with the child until the parents can be contacted and arrive.

In the event that the child requires hospital treatment and the parents cannot be contacted prior to attendance, the qualified first aider/appointed person/another member of staff will accompany the child to hospital and remain with them until the parents can be contacted and arrive at the hospital.

## **Other Minor Emergencies**

In instances where a child has received first aid other than a simple graze then we will inform parents in the following ways:

1. For all head injuries or more serious injuries: an immediate phone call home to the parents, followed by an accident form given to the parent by class teacher or put in the pupils school bag notifying parents of the injury. All serious and minor injuries will be entered in the schools day to day accident book.
2. A call may be made at the discretion of the first aider dealing with the injured pupil for minor head injuries

## **Vomiting and Diarrhoea**

If a child vomits or has diarrhoea in school they will be sent home immediately. Children will not be accepted back into school until 24 hours for secondary and 48 hours for primary after their last symptom has elapsed.

## **Chickenpox and Other Diseases**

If a child is suspected of having chickenpox etc, staff will examine their arms or legs. The staff will only look at a child's back or chest if there is a concern of infection to other children. In this case, the child will be asked first and other adult will be present. If there are any concerns, parents will be informed immediately. A standard letter will also be sent home to all the children in the year group.

## **Head Lice**

If a staff member suspects a child has head lice, parents will be informed and a request made to examine the child's hair. If this is the case, the child will be sent home and a standard letter sent to all pupils in the year group.

## **Records**

All accidents requiring first aid treatment such as simple grazes or very minor injuries will be recorded in the day to day accident book/file located in the medical room with (at least) the following

information:

1. Name of injured person
3. Name of the qualified first aider/appointed person who attended the child
4. Date of the accident
5. Type of accident
6. Treatment provided and action taken

All other accidents, including near misses, must be recorded using the correct LA Health and Safety reporting form located in the school office. The office staff will be responsible for reporting the incident “on line” to the Health and Safety Team.

## **Adult/Employee Accidents**

All accidents requiring first aid treatment (other than simple grazes or very minor injuries) are to be recorded by completing the LA Health and Safety Teams on line reporting system. All accidents must be reported to the Head Teacher and noted in the Accident Book.

## **Administration of Medicine**

Medicines will only be accepted by the school when essential; that is where it would be detrimental to a pupils health if the medicine were not administered during the school day. Please note that any medicines that need to be taken three times a day could be taken in the morning, after school and at bedtime. Therefore, the school will only supervise the administration of medicines that need to be taken four times a day.

The school can only administer prescription medication. The only non-prescribed medications the school can administer are Calpol/Paracetamol types (on completion of Administration of Medicines Form). Parents must inform the office if a child requires medicine to be taken. All forms of medication to be given to the office only. The office staff are responsible for making arrangements with the parents.

### **Procedure**

1. Parent to fill in form (available from the school) and provides form to the office
2. The office member receiving the form signs it and informs the class teacher with the relevant information.
3. The duty first aider in the office administers the medicine.
4. The form will be filed in the medical room in the students file.
5. The signatory is responsible for returning medication to the parent by collection from the office

## **Medication on off-site visits**

The class teacher will be responsible for taking any required medicine on off site visits but only a qualified first aider is in charge of administering first aid. Compact first aid kit for visits and trips are kept and located in the schools first aid room.

## **Asthma**

Pupils who require inhalers are expected to be able to self-administer it themselves but will be supervised by a first aider. If they are secondary pupils they will have their inhalers on them but they

must inform a member of staff/first aider they have taken it whilst on school premises (all pupils with an inhaler will have a Health Care Plan).

Inhalers will be returned at the end of the academic year and it is the parent's responsibility to provide an in date replacement inhaler.

We will record when a child takes their inhaler which is in a file in the first aid room.

## **Epi Pens**

Pupils with Epi Pens will have a Health Care Plan. Their Epi Pen will be kept in the First Aid Room. All Staff will have been trained in administering the Epi Pen and the procedures if they have administered the Epi Pen.

The school will inform the parents when the Epi Pen is out of date. It is the parents responsibility to provide a replacement Epi Pen. The school does have a generic Epi Pen for cases of emergencies.



# Appendix 1

At Seva School there are 18 Appointed Persons:-

**Please refer to the First Aid posters which are in every Classroom, Hall, Corridors, Staff Room, First Aid Room and SLT Office.**

## **Qualified Paediatric First Aiders**

First Aiders that have completed the HSE - approved 3 day first aid course are:-

- Shashi Subhra
- Serena Alcock

They are responsible for administering first aid, administering medicated medicine in accordance with their training, in both Primary and Secondary school.